



**Department of Housing and Community Development**

**NOTIFICATION OF VACANCY**

**December 21, 2017**

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**Deputy Director of Community Development  
(General Administration Manager III)**

**POSITION #00234**

**LOCATION:**

**DHCD  
600 East Main Street,  
Suite 300  
Richmond, Virginia 23219**

**HIRING RANGE:**

**Negotiable up to \$120,000**

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**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development (DHCD) is seeking a dynamic and experienced leader to provide strategic management and leadership for the Division of Community Development and to advance the agency's mission in the area of community development. The position emphasizes an outcome approach to management while achieving substantial program compliance with applicable state and federal requirements; provides program, policy and personnel oversight for all of the activities of the Community Development Division; advises the Director of community development program and policy issues; assists the Director in working with executive and legislative staff and policy makers to further the agency's mission and to meet state and federal mandates. The position is responsible for ensuring that Division programs and services achieve targeted outcomes; directs functions within the Division to ensure compliance of programs with the Code of Virginia and federal and state policies and regulations; ensures that resources are efficiently managed, State and Departmental policies are being followed, and Division activities are being implemented in a timely manner. Through the Department's strategic planning process, outcomes will be identified in advance of program implementation and agreed to by the Director and the Deputy Director of Community Development.

**QUALIFICATIONS GUIDE:**

Skilled in strategic management. Ability to work within an outcome framework. Skilled in program and policy development, personnel management and overall financial and budget management. Considerable knowledge of community development, community revitalization, community economic development and/or low and moderate housing development. Working knowledge of state and federal programs designed to provide community development, community economic development and low and moderate housing development assistance. Ability to research and analyze complex community development issues and to develop and implement innovative policies and programs. Considerable knowledge of the legislative process. Ability to operate at a higher policy level with frequent interaction with senior state executive and legislative policy makers. Considerable knowledge of managing diverse and complex programs and budgets. Prefer knowledge of state budget requirements. Demonstrated ability to design and conduct public information sessions, training workshops, and conferences as well as make technical and complex presentations. Demonstrated ability and skill to negotiate sensitive issues, resolve problems, and effectively communicate both orally and in writing with all levels of government officials, client groups and the public. Strong interpersonal skills. Knowledge to work in a strong team environment. Considerable knowledge and ability in planning and directing the work of a diverse professional staff. Advanced degree preferred in urban and regional planning, community or economic development, public administration, business administration or related field. Sufficient experience indicating possession of above knowledge, skills and abilities. An equivalent combination of training and experience will be considered in lieu of educational requirements.

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**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE  
EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov>**

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***For additional information please contact our Human Resource Office, at (804) 371-7000  
An Equal Opportunity Employer***

***Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided  
to applicants in order to provide access to the application and/or interview process.***

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